

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, April 7, 2015 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik; Duchac; Frohling; Greshay; and Schmidt.**

**ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, HR Analyst; James Mielke, County Administrator; Angela Zilliox, HR Specialist; Joyce Fiacco, Director of Land Resources and Parks; Joseph Giebel, Manager of Code Administration; Shelby Miller, Administrative Coordinator; Russell Kottke, County Board Chair.**

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Duchac to approve the minutes of the March 17, 2015 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt to approve the minutes. Motion carried.

Eske explained a request for donations of sick time for an employee of the Physical Facilities Department who has a serious health condition that has him off work. Eske explained that this employee will exhaust his available paid time during this period of time.

Motion by Schmidt to approve the request for donations of sick time under the established guidelines and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

Miller explained a request for donations of sick time for an employee of the Human Services and Health Department who has a serious health condition. She explained that this is the second request for this employee and that the employee is still unable to return to work due to this serious health condition.

Motion by Greshay to approve the request for donations of sick time under the established guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Rains explained that Jane Hooper, Clearview Administrator, was unable to attend today's meeting to explain a proposed resolution to abolish one Payroll Specialist position and create one Accounting Specialist-Accounts Receivable position. Rains explained that the Payroll Specialist position is currently vacant and that payroll functions have been transferred to the Finance

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Department with the implementation of Kronos. He further explained that there is a greater need for the Accounting Specialist - Accounts Receivable for billing purposes. He stated that the Health Facilities Committee is in favor of this restructure. Mielke explained that Hooper hired a consultant who is very knowledgeable in hospital billing. Hooper is working with the consultant on the billing needs for Clearview and this is the first step in the plan to ensure that Clearview's billing practices, procedures and staffing levels are as efficient as possible. Mielke informed the Committee that the Consultant will be at the next Finance Committee meeting.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

Rains gave an update regarding the health insurance survey that the Hays Company has been working on. Rains informed the Committee of the final totals of the entities that responded and that Hays has asked if they should make one more attempt to see if they can get any more responses or compile the data. It was the consensus of the Committee to instruct Hays Company to compile the data first by sorting it by public and private and then showing results compiled together. Rains indicated he will contact the Hays Company.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Customer Service & Support Specialist-F.T., Human Services & Health Department

One (1) Land Use / Sanitarian Specialist I, II or Senior-F.T., Land Resources & Parks Department

One (1) Security Officer PT +20hrs/wk, Sheriff's Department – Security Division

One (1) Veterans Service Officer-F.T., Veterans Service Department

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: Jason S. Alvarado, Sign Shop Helper, Highway Department at \$15.58, Pay Grade DC03, Step ST03 effective 03-03-15; Marcus A. Cox, Utility II/Truck Driver West, Highway Department at \$17.14, Pay Grade DC04, Step ST02 effective 03-30-15; Kathleen A. Gordon, Social Worker I–CPS Ongoing, Human Services & Health Department at \$20.51, Pay Grade DC06, Step ST01 effective 03-16-15; Moises E. Sequeira, Economic Support Aide–Bi-lingual, Human Services & Health Department at \$12.86, Pay Grade DC02, Step ST01 effective 03-02-15; Michael J. Hale, Maintenance Mechanic, Physical Facilities Department at \$20.18, Pay Grade DC05, Step ST04 effective 04-06-15. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Karen J Krentz, Child Support Lead Worker, Child Support Department at \$22.44, Pay Grade DC07, Step ST01 effective 03-16-15p; Victoria L. Rahn, Account Clerk II–Public Health, Human Services & Health Department at \$17.68, Pay Grade DC03, Step S08B effective 01-01-15; Jeremy

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M. Nocerini, Sr. Survey and Mapping Specialist, Land Resources & Parks Department at \$24.36, Pay Grade DC08, Step ST01 effective 03-13-15; Daniel W. Zank, Maintenance Mechanic, Physical Facilities Department at \$20.18, Pay Grade DC05, Step ST04 effective 03-21-15; Aaron E. Ellis, Jail Program Specialist, Sheriff's Department-Jail Division at \$25.21, Pay Grade DC05, Step S13B effective 03-18-15; Brian S. Harkins, Correctional Officer-Relief, Sheriff's Department-Jail Division at \$24.92, Pay Grade SNU02, Step 4M30 effective 03-17-15; William J. Miller, Correctional Officer-Relief-1<sup>st</sup> Shift, Sheriff's Department-Jail Division at \$24.92, Pay Grade SNU02, Step 4M30 effective 03-16-15. STEP INCREASE: Zev D. Kianovsky, Assistant Corporation Counsel, Corporation Counsel Department at \$37.45, Pay Grade DC11, Step S10A effective 03-31-15; Patricia D. Kittleson, Legal Assistant, District Attorney Department at \$19.52, Pay Grade DC04, Step S07B effective 03-19-15; Brian R. Field, Highway Commissioner, Highway Department at \$47.12, Pay Grade DC15, Step S07A effective 04-07-15; Ryan M. Pieper, Mechanic, Highway Department at \$21.68, Pay Grade DC06, Step ST03 effective 04-01-15; Michael J. Thoma, Mechanic, Highway Department at \$23.44, Pay Grade DC06, Step ST06 effective 04-03-15; Jonathon R. Tietz, Shop Foreman, Highway Department at \$25.00, Pay Grade DC07, Step ST05 effective 04-07-15; Leann M. Schultz, Insurance/Benefits Coordinator, Human Resources & Health Department at \$22.85, Pay Grade DC06, Step ST05 effective 03-24-15; Kelly S. Smith, Counselor II-Community Support Program, Human Services & Health Department at \$21.10, Pay Grade DC06, Step ST02 effective 04-21-15; Traci L. Sobstad, Social Worker II-CPS Investigator Intake, Human Services & Health Department at \$23.72, Pay Grade DC07, Step ST03 effective 02-14-15; Dawn M. Lokken, Technical Services Lead, Information Technology Department at \$26.05, Pay Grade DC08, Step ST02 effective 04-14-15; Shane R. VanLoenen, Network Administrator, Information Technology Department at \$34.87, Pay Grade DC11, Step S07A effective 04-13-15; Marc I. Bethke, County Conservationist, Land Conservation Department at \$35.30, Pay Grade DC11, Step S07B effective 04-18-15; Joseph E. Giebel, Manager Code Administration, Land Resources & Parks Department at \$37.45, Pay Grade DC11, Step S10A effective 03-14-15; Holly M. Buchda, Communications Officer-Relief, Sheriff's Department-Comm. Division at \$23.88, Pay Grade DC05, Step S11A effective 04-04-15; Thomas J. Hazelberg, Communications Officer, Sheriff's Department-Communications Division at \$23.88, Pay Grade DC05, Step S11A effective 03-13-15; Suzanne L. Reissmann, Communications Sergeant, Sheriff's Department-Communications Division at \$28.13, Pay Grade DC07, Step S10A effective 04-02-15; Gwyn K. Meyer, Corporal-Jail, Sheriff's Department-Jail Division at \$26.62, Pay Grade DC06, Step S11B effective 04-12-15; Ryan A. Meyer, Correctional Officer-Relief, Sheriff's Department-Jail Division at \$18.81, Pay Grade DC04, Step ST05 effective 03-17-15. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

### **HR Director's Report:**

- a) Disciplinary Actions: Rains informed the Committee that he is still communicating with the Highway Department employee who was recently terminated.

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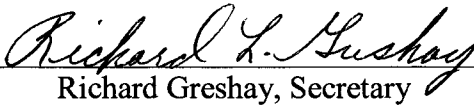
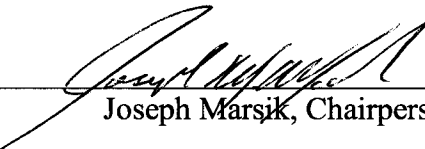
b) Grievances and Arbitrations: None.

Future Agenda Items: Rains indicated that he, Mielke, and Eske met with the Sheriff and Chief Deputy regarding their concerns over compression of wages between Sworn Union employees and Command Staff. Rains indicated that he is gathering data from other Counties and will hopefully have enough responses to have this as an agenda item for the next Committee meeting.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are **regular meetings on Wednesday, April 22, 2015 and Tuesday, May 5, 2015 at 9:00 a.m.**, both of which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 9:55 a.m.

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| <br>Richard Greshay, Secretary | <br>Joseph Marsik, Chairperson |
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Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.